

Exciting Career Opportunity!**BENEFITS OF
WORKING FOR AOC**

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical Leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Deferred College Tuition Program (GET)
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs

**WHERE IS AOC
LOCATED?**

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

**Administrative Office of the Courts
JOB #2015-004-A01****SENIOR RESEARCH ASSOCIATE**
Washington State Center for Court Research> [Click Here for Further Information](#) <**SALARY:** \$58,656 TO \$76,992 per year DOQ**LOCATION:** Olympia, Washington**OPENS:** January 30, 2015**CLOSES:** **Open until filled; first review of applications to begin February 23, 2015. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.****POSITION PROFILE**

To inform the judiciary's policy process and to enable continual improvement of court operations and court-based programs, the person in this position develops and implements research, evaluation and performance reporting while using contemporary approaches to quantitative and qualitative analysis and program evaluation.

The Senior Research Associate reports to the Court Research Manager and has wide-ranging interactions with other Research and agency staff, the court community, justice system partners, state and local government leaders, and outside researchers, among others. Decision-making occurs in accordance with broadly defined guidelines and procedures, with some areas requiring interpretation or development of approaches.

DUTIES AND RESPONSIBILITIES

The Senior Research Associate conceptualizes research projects, program evaluations and performance reporting/performance management systems; analyzes sample- or population-based and other data using appropriate techniques.

Presents research findings to diverse audiences, including judges, other professionals who work in applied settings, and audiences at research conferences.

Uses expertise obtained through specialized training and job experience to function as technical advisor to other research personnel on project-specific questions. Works as part of a team on projects with regional and national research communities as well as court and other stakeholders.

Provides research and statistical consulting for AOC staff, judges and court personnel.

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

AGENCY-WIDE VALUES & COMPETENCIES

Agency Values

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

KNOWLEDGE, SKILLS AND ABILITY

Ability to form productive working relationships, to treat others with respect and consideration, and to work effectively with people of different abilities and skill levels.

Working knowledge of court, justice system, or related systems (child welfare, treatment, education, corrections) research; research methods; research design; program evaluation; performance management, agency objectives and programs.

Ability to develop effective written communications such as the results of quantitative analyses, formal reports, academic research papers and Web-published research briefs for various audiences.

Ability to develop and deliver formal presentations, and to respond verbally and in writing to stakeholder questions and feedback.

Ability to construct, shape, and merge data files for analysis using statistical analysis software packages such as SAS, SPSS, or STATA.

Ability to develop plans and strategies that clearly identify the purpose, critical actions, priorities, timelines, scope, methodology, and expected outcomes.

Proficient time and resource management skills, the ability to work on multiple assignments concurrently, plan work to accomplish assignments, and manage time to complete assigned tasks within the structure set by supervisor.

Ability to make timely, sound strategic decisions and recommendations consistent with organizational objectives.

QUALIFICATIONS AND CREDENTIALS

A Master's degree in criminal justice or other social science field including graduate training in research methods and statistics **AND**;

- Five (5) years of professional work conducting empirical field research in an applied or graduate setting **AND**;
- At least two (2) articles either accepted or published **OR**;
- At least two (2) professional project reports documenting the execution of research efforts, including formulation of conclusions & recommendations.

A combination of relevant education and experience demonstrating a working knowledge of the functions and responsibilities of Senior Research Associate may be considered in the meeting the qualifications.

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Application materials will be screened for the purposes of determining who will be selected for an interview.

THE PREFERRED CANDIDATE WILL HAVE

- A doctoral degree that reflects substantial training and experience in research methods
- Work experience in a court- or justice-related field
- A strong interest in effective approaches to public sector performance improvement

To be Considered for this Position, Please Submit in addition to the materials listed below:

- Graduate transcripts, and
- If available, copies of approved successful grant applications.

APPLICATION PROCEDURE

To be Considered for this Position, Please Submit:

- A cover letter specifying how you meet the qualifications of the position (no more than two pages);
- A chronological resume describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC Application for Employment (found at www.courts.wa.gov/employ).

Failure to submit the required materials listed above may eliminate your application from consideration.

Submission by email is preferred: Employment@courts.wa.gov; or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170